

2019 VENDOR BOOTH APPLICATION

84th Annual Labor Day Festival

Monday, September 2, 2019, 9am-3pm

Memory Square Park, 801 Grant Ave, Louisville

Early Registration: May 24

Registration Deadline: August 1

Name of Entrant/Organization: _____

Contact Person: _____ Phone: _____

Email : _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Please choose category that best describes your business or organization:

Business

Information

Non-Profit

Food--Please use food truck application.

Art/ Craft / Artisan Product

Game

Other (Please specify)

Briefly describe your booth.

Please describe any games, promotions, giveaways and items available for sale, including a product list and price range.

Event staff may ask that items considered inappropriate for all ages or that deviate from the list be removed from your booth.

Will you offer items for sale? _____

All vendors are responsible for collecting 8.3% sales tax for the items sold. Vendors offering items for sale must have a Louisville City Sales Tax License.

I have a City of Louisville Sales Tax License. License # _____

I need a Special Event Sales Tax License and have included the application and \$25 fee. *Checks payable to City of Louisville.*

Do you need an electrical outlet? (\$35 additional fee) _____

Please confirm the following:

I have read and signed the attached Zero Waste Event Guidelines.

I will have volunteers/staffing available from 9am-3:00pm on Monday, Sept 2.

For the enjoyment of attendees, all booths must be open and staffed throughout the festival. Clean-up begins at 3:00pm.

I have included the booth fee of \$100 + \$35 if requesting an electrical outlet. *Checks payable to the City of Louisville*

Credit Card _____ Exp. Date: _____ 3-digit code : _____

WAIVER AND HOLD HARMLESS AGREEMENT The undersigned, for himself/herself and for his/her heirs, successors and assigns, hereby (1) waives and releases the City of Louisville and its officers, employees and representatives from any and all liabilities, claims, damages, expenses and causes of action of any kind (collectively "claims") which may arise because of, or related to, my participation in the above-described event; and (2) agrees to indemnify and hold harmless the City and such persons from and against all claims which arise out of, or are in any way connected with, any act, omission, or representation of undersigned or his/her agent, employees or subcontractors. In addition, I state that my participation in said event is fully voluntary and that I fully understand that by signing this agreement I am fully assuming any risk or damage which might occur because of my participation.

Registration Deadline: 5:00 pm Thursday, August 1, 2019

Email: KZoss@LouisvilleCO.gov

Fax: 303-335-4550

Mail: Katie Zoss, City of Louisville, 749 Main Street, Louisville, CO 80027

Signature of entrant or Responsible Agent for Organization

2019 Fall Festival Vendor/Booth FAQs

84th Annual Labor Day Festival

Thank you for your interest in participating in Louisville's 84th Annual Labor Day Festival! We are excited to have you be a part of this annual community celebration. Read below for more information. To register your group to participate as a vendor, please fill in the attached registration form.

Questions? Please contact Katie Zoss, kzoss@louisvilleco.gov, 303.335.4581.

Selection Process:

30 booth spaces are available. If all interested vendors cannot be accommodated, priority will be given to Louisville-based booths and those offering family-friendly activities and art, craft and artisan items for sale.

Booth Specifications:

Each booth is allotted a 10'x10' space. Electrical outlets are limited and must be specified at time of application. An extra fee applies.

Vendors are responsible for all of your own equipment (extension cords, tables, chairs, etc.) as well as set-up and take-down of your booth.

More than one booth with similar types of merchandise may be permitted.

Booth Locations:

You will be notified via email of your assignment on or about August 12th. The City does not guarantee any particular booth location and locations may change the day of the event.

Fees:

\$100 per booth
\$35 extra for an electrical outlet

Sales Tax:

All vendors are responsible for collecting 8.3% sales tax for the items sold. Vendors must have a Louisville City Sales Tax License.

Eco Cycle's Zero Waste

The City of Louisville strives to make the Labor Day Festival a Zero Waste event. All materials distributed at the event, including giveaways and any packaging that will be discarded during the event must be recyclable, compostable, or reusable.

Non-Profit Organizations

If booth spaces are available after the August 1 deadline, they are available free of charge to non-profit arts and cultural organizations. Free non-profit booths may offer information only, no sales or fundraising. Email kzoss@louisvilleco.gov for availability beginning August 1.

Schedule: Monday, September 2, 2019

7:00-8:45am Set up

9:00am-3:00pm Fall Festival

All vendors are expected to remain open for the entire festival. Please plan staffing/volunteers accordingly.

3:00pm Clean-up

Vendors who pack up or leave early may not be permitted to participate in future years.

Deadlines and Important Dates

January 1: Vendor registration open

May 24: Early registration deadline.

May 31: Early registration confirmations sent.

August 1: Final booth registration deadline.

August 12: Booth locations sent via email.

September 2: Labor Day Festival



20___ SPECIAL EVENTS SALES TAX LICENSE APPLICATION

Sales Tax License Fee \$25.00

1 Trade (DBA) Name of Business		
Taxpayer Name Owner(s), Partner(s), or Corporation		
Business Location Address -Street, City, State, Zip-		
Mailing Address (if different) -Street, City, State, Zip-		
Local Business Phone () ext.	Local Business Fax ()	Business Email
Licensing Office Phone () ext.	Licensing Office Fax ()	Licensing Office Email
Sales Tax Office Phone () ext.	Sales Tax Office Fax ()	Sales Tax Office Email
Owner Name, Phone #, & Address () ext.		

2 Participating Event(s)		<input type="checkbox"/> Street Faire <input type="checkbox"/> 4th of July <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Farmer's Mkt <input type="checkbox"/> Taste of Louisville
Business Description:		
Federal Tax I.D. _____		
Colorado State Sales Tax # _____		
Please select <u>one</u> of the following boxes below either: sales tax filing period or event participation months and file accordingly		
Sales Tax Filing Period	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly \$2,857 in sales or more/mo \$2,857 in sales or less/mo	
Event Participation Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	
For event participation months please only check the months that you will be participating in the event. You will not be required to file outside these months.		
Do you want us to mail you City tax returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blank and self-calculating City tax returns are available on-line at www.louisvilleco.gov
Date Business Started/Will Start, or Date of First Sale in Louisville ____ / ____ / ____		

3 I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.		
Applicant or		
Authorized Agent Signature	_____	Date _____
Applicant Name (PRINT)	_____	<input type="checkbox"/> New Application
Applicant Title	_____	<input type="checkbox"/> Renewal

Dear Vendor:

Thank you for your interest in participating at the **Labor Day Festival 2019** in Louisville! We are proud to announce that this event will once again be a Zero Waste event!

The goal at a Zero Waste event is to plan ahead and distribute only materials that are recyclable or compostable (not any materials that will be landfilled). There will be no trash cans at the event. Instead, Zero Waste Stations for recycling and composting collection will be available to participants at several locations. Zero Waste events are a great way to not only show our commitment to the environment, but to create a living model of Zero Waste for event participants and the community. As a food vendor handing out products at this event, you are the key to the success of our Zero Waste goal.

All vendors attending the Labor Day Festival are required to hand out only recyclable or compostable materials to the public. This includes candy or similar items. We have included local recycling and composting guidelines below so you can know which types of containers and packaging will be accepted at the Zero Waste stations. We've also provided you with a distributor list that you can use to purchase the correct materials. Remember, if an item is not recyclable locally, we cannot recycle it, even if your supplier has told you it can be recycled. If you have any questions as to whether your items are considered recyclable or compostable, please call Eco-Cycle at 303-444-6634. Our Events Coordinator is available to answer your questions and help you understand your important role in this Zero Waste event.

Our Zero Waste goal is simple to attain if you plan ahead of time for the types of materials you will be providing to the public at the event.

Acceptable Containers and Service Ware	<i>Non-Acceptable Containers and Service Ware</i>
All paper containers including plates, bowls, cups, etc. Waxed paper products, where you can scratch off the coating with your fingernail, are acceptable.	<i>All Styrofoam (polystyrene) products. These are not recyclable, regardless of what your suppliers may tell you and despite any symbols on the product. Plastic-coated paper products, where the coating won't scratch off, are not acceptable.</i>
#2 and #5 plastic cups (paper, potato starch, or corn starch cups preferred)	<i>All other numbers of plastic, including #1 and #6, or unmarked plastic products.</i>
#2 and #5 plastic deli cups (paper, potato starch, or corn starch cups preferred)	<i>Other plastic deli cups (even small ones for salsa or syrup, etc), including # 1, #4 & #6. Single-use condiment pouches.</i>
Paper lids	<i>Plastic lids</i>
Potato starch or corn starch cutlery (spoons, forks, knives, straws)	<i>Plastic cutlery</i>
Potato starch or corn starch lids	<i>Plastic straws</i>
Waxed paper products	

Aluminum foil	<i>Plastic wrap</i>
Aluminum cans	
Glass bottles	
Plastic water bottles (#1, #2 & #5 only)	
Paper milk/juice cartons and drink boxes	<i>Drink pouches</i>
Paper napkins and paper towels	

*** Please note that you will be asked to remove any non-recyclable or non-compostable items from your salable products for the duration of the event.**

Vendors are required to hand out only recyclable or compostable service ware. Here are some ideas to help you achieve this goal:

- Whenever possible, offer finger foods so as to use fewer utensils. Food items generate a minimal amount of waste for either trash or recycling.
- Consider replacing plastic bowls (for serving chili and soups) with bread bowls and using cones for ice cream. Paper napkins are compostable and can replace bulkier plates.
- If you must use plates, cups, bowls, cutlery, etc., do not use Styrofoam or plastic. You must use recyclable or compostable alternatives listed above.
- Compostable materials can be purchased easily and locally through Eco-Products at www.biodegradablestore.com or Tundra Restaurant Supply in Boulder (www.etundra.com / 888-388-6372). Both companies have nearly every product you could possibly need, and multiple quantities available for each product.

The City will provide patrons with container systems; however, we ask that vendors also provide your own system for your person use. **Any landfill trash generated must be hauled away by your company.**

We look forward to working with you to make this a successful Zero Waste event. If you have questions regarding Zero Waste, please call Eco-Cycle at 303-444-6634.

This agreement must be signed and returned to the event planning committee by the August 12, 2018 deadline in order for your business to participate.

As a vendor participating in Louisville's 2019 Labor Day Festival, I agree to distribute my product in locally recyclable or compostable products. I also agree to sort my discards and make use of my vendor Zero Waste station.

Katie Zoss

Event Coordinator

BUSINESS NAME	EMPLOYEE
_____	_____ (signature)
_____ (date)	_____ (print name)
	_____ (title)